

Learning and Teaching Grants - Procedures

Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

1. Purpose of procedures

This document is to be read in conjunction with the Learning and Teaching Grants, Awards and Fellowships - Academic Policy. It outlines processes with which the University encourages, supports and manages internal and external grants.

2. Scope and application

These procedures apply to all staff applying for internal or external grants. Guidelines and other local documents to support these procedures can be located on the Centre for Support and Advancement of Learning and Teaching (C-SALT) portal.

3. Opportunities and support

3.1 C-SALT will publish through the University website, intranet and targeted emails, a bi-annual calendar of professional development and internal and external learning and teaching grant application, assessment and submission timelines to support staff in forward planning.

3.2 C-SALT will provide information, support and opportunities to engage in professional development activities for applicants, and co-ordinate mentoring of applicants by grant recipients when necessary, to assist in the development and submission of a competitive application for major grant rounds.

3.3 C-SALT coordinates the Support Funding Program (SFP) to support salary and non-salary costs that facilitate the development of applications for Grants. Funds may be used for, but not limited to, the following:

- pilot study expenses
- research assistance, or
- buy out of teaching or marking time.

4. Application and assessment

4.1 Staff intending to prepare grant applications for major grant rounds will notify C-SALT after consultation with their line manager, using the form Intention to Submit a Learning and Teaching Grant Application, in accordance with the published internal timeline.

4.2 C-SALT will acknowledge receipt of the intention to submit within 3 working days.

4.3 The applicant will prepare the draft grant application, gain the compulsory peer feedback, and complete the application template.

4.4 The applicant will complete the Learning and Teaching Grant Application Cover Sheet and will forward the grant application, the peer review documentation, and the cover sheet to the Head of School.

4.5 The Head of School and/or Cost Centre Manager will check the application and cover sheet, endorse them when satisfied that they are complete and accurate, and return the application to the applicant and provide a copy to the Associate Dean (Learning and Teaching) or equivalent.

4.7 The applicant will forward the endorsed application and cover sheet to C-SALT according to the published internal timelines.

4.8 C-SALT will acknowledge receipt of the application within 3 working days, open an electronic C-SALT file for the application, and enter key information into the Research Information Management System (RIMS).

4.9 C-SALT will check the application and cover sheet and will endorse them when satisfied that they are complete and accurate.

4.10 In the case of an internal grant scheme, C-SALT will:

(a) forward the application and cover sheet to the Deputy Vice-Chancellor (Academic) recommending endorsement, or the application may be assessed by a selection panel at the discretion of the Deputy Vice-Chancellor (Academic), and

(b) upon endorsement by the Deputy Vice-Chancellor (Academic), C-SALT will inform the applicant of the outcome.

4.11 In the case of an external grant scheme, C-SALT will:

APPROVAL AUTHORITY

Deputy Vice-Chancellor (Academic)

RESPONSIBLE OFFICER

Deputy Vice-Chancellor (Academic)

DESIGNATED OFFICER

Director, Centre for Support and Advancement of Learning and Teaching

FIRST APPROVED

9 October 2014

LAST AMENDED

7 January 2019

EFFECTIVE START DATE

14 October 2014

REVIEW DATE

30 September 2019

STATUS

Active

(a) forward the application and cover sheet to the Deputy Vice-Chancellor (Academic) recommending endorsement, or the application may be assessed by a selection panel at the discretion of the Deputy Vice-Chancellor (Academic), and

(b) upon endorsement by the Deputy Vice-Chancellor (Academic), submit the application to the granting body by the due date, providing details of the institutional contact for the application.

4.12 C-SALT will place a copy of the application, cover sheet, and covering letter/email to the granting body if applicable, into a file in the University's record management system, and adjusts RIMS data as necessary.

4.13 C-SALT will notify the applicant, the Deputy Vice-Chancellor (Academic), the Pro Vice-Chancellor (Students), the Associate Dean (Learning and Teaching), Head of School, and/or Cost Centre Manager of the outcome of the application as soon as it is notified.

5. Grant contracts

5.1 In the case of an internal grant, C-SALT will:

(a) issue the conditions of grant: acceptance of award and associated conditions form to the project leader, and

(b) when the conditions of grant have been read and agreed the project leader signs the form and returns it to C-SALT.

5.2 In the case of an external grant C-SALT will liaise between the project leader and the granting body to reach agreement on the final form of the contract to be signed by the University and the granting body. C-SALT will:

(a) obtain legal advice for contract negotiations as required

(b) when the terms of the contract have been settled, prepare copies of the contract for signing by the Vice-Chancellor and the authorised officer of the granting body

(c) forward the contract to the Vice-Chancellor with a memorandum recommending that the contract be signed, and

(d) when the Vice-Chancellor has signed the contract, submit a copy of the contract to the granting body for signature.

5.3 When the internal or external contract has been signed and returned, C-SALT will place a scanned copy of the signed contract in to RIMS within 3 working days of receipt of the signed contract.

5.4 The Project Leader must request approval for variations during the life of the project through C-SALT. The chair of the selection panel must endorse variations for internal grants, and in the case of an external grant the authorised officer of the granting body. C-SALT will adjust the cover sheet accordingly.

5.5 In the case of a project leader leaving the service of the University, project leadership can be transferred to a team member with the approval of the selection panel chair.

6. Project establishment

6.1 C-SALT will open a file in the University's record management system for the project and place the contract onto the file, and adjust RIMS data as necessary.

6.2 The project leader will seek research ethics approval for the project.

6.3 C-SALT will open an account for the project and advise that the funds are credited to the project account and provide a copy of the account name and number to the project leader and school administrator within 3 working days of the agreement being executed.

6.4 In the case of an external grant, C-SALT will invoice the funding body according to the funding schedule in the contract and notify the project leader and the school administrator when the funds are credited to the project account.

6.5 Financial Services will provide access to the project account for the project leader and the school administrator.

6.6 The project leader and the school administrator will distribute funds from the project account according to the terms of the cover sheet.

6.7 The project leader and the school administrator will manage project funds so that project expenditure matches the project budget.

7. Project management and administration

7.1 The project leader and the school administrator will manage the project according to the contract, particularly in relation to the specified project milestones, progress reporting, project budget and cover sheet arrangements.

7.2 The project leader and school administrator will authorise the project expenditure strictly according to the project budget.

7.3 Financial Services will provide regular project account activity reports to the school administrator who then provides them to the project leader.

7.4 C-SALT will monitor the project management to ensure project leaders receive timely reminders about project reporting, manage any contract variations, and maintain the project file and RIMS.

7.5 The project leader will forward progress reports and final reports to C-SALT according to the agreed schedule, and C-SALT will submit them to the Senior Deputy Vice Chancellor for internally funded projects or to the funding body for externally funded projects.

7.6 In the case of a project leader leaving the service of the University and the project closes or a project closes before the funds expend, the unexpended portion will revert to the issuing cost centre unless otherwise approved by the Deputy Vice-Chancellor (Academic).

8. Completion of the project

8.1 In the case of an internal project the project leader will notify C-SALT in writing when the project has been completed.

8.2 In the case of an external project the project leader will notify the external body in writing and C-SALT by email when the project has been completed.

8.3 C-SALT will manage the financial acquittal of the project according to the terms of the cover sheet and agreement, including any auditing requirements, and will close the project account.

8.4 C-SALT will complete the records of the project on the file and RIMS, close the project file, and inform the project leader, school administrator, and Financial Services.

9. Reporting and records management

9.1 C-SALT will provide regular reports to the Deputy Vice-Chancellor (Academic), the Pro Vice-Chancellor (Students) as the Chair of the Learning and Teaching Committee.

9.2 C-SALT will manage all grants files and accounts within the University Records Management System and enter required grant information into the RIMS.

9.3 All records must be captured by all staff, at every stage of this activity, and should provide reliable and accurate evidence of business decisions and actions. All records must be captured in an approved records management system, in accordance with the University's Information and Records Management – Procedures.

END

RELATED DOCUMENTS

[Financial Management Practices - Operational Policy](#)

[Learning and Teaching - Academic Policy](#)

[Learning and Teaching Awards and Fellowships - Procedures](#)

[Learning and Teaching Grants, Awards and Fellowships - Academic Policy](#)

LINKED DOCUMENTS

[Learning and Teaching Grants, Awards and Fellowships - Academic Policy](#)